



2264 Strasburg Road
East Fallowfield, PA 19320
610-384-7144
www.eastfallowfield.org

Facility Use Permit Application

All fields are required- Choose 1 Available Time

Applicant Name: _____

Permanent Address: _____

City:_____ **State:**_____ **Zip:** _____

Contact Person: _____

Phone #:_____ **Date of Application:**_____

Email Address: _____

Reservation Date: _____

Available Times: 10:00 AM to 2:00 PM or 2:00 PM to 6:00 PM (Choose 1 Time)

Start Time:_____ **End Time:** _____

Type of Event: _____

of Attendees: _____

Reserved Facility (Check One):

_____Pavilion _____Playfield _____Other: _____

Reservation Fees: (See page 3 for details)

\$100 Security Deposit

\$50 for Township Residents and Township Non-Profit Organizations

OR

\$100 for Non-Township Residents, Non-Township Non-Profit, All Businesses

RESERVATION FEE \$_____ **SECURITY DEPOSIT \$** _____

(Fees must accompany application -- make checks payable to East Fallowfield Township)

The Township reserves the right to require the applicant to provide evidence of appropriate insurance and liability coverages for certain activities or events. These requirements will be determined on a case by case basis by the Township and when deemed necessary must accompany the application for permit. Please check with the Township in advance to determine if insurance requirements apply.

Insurance Coverages Required (check with the Township Manager): _____

Evidence of Require Insurance Coverages Attached: _____



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INSTRUCTIONS:

1. A Permit is required for use of pavilion, play field or other areas or facilities of the park for organized groups of 15 or more persons.
2. Permits for any event with 75 or more attendees and any event for which the general public is invited must have prior review by the Parks and Recreation Commission and prior approval of the Board of Supervisors, and all logistical plans must be coordinated with Township staff.
3. Permit applications must be submitted to the Township office at least (6) six business days in advance of the planned event/activity. Applications for permits requiring prior approval of the Board of Supervisors must be submitted to the Township office at least 8 weeks in advance of the planned event/activity.
4. A security deposit, facility use fee(s), and evidence of required insurance coverages (if any, to be determined by the Township on a case by case basis), are required and are to be paid/submitted at the application is submitted.
5. Permit applications shall be reviewed by, and if deemed acceptable, approved by the Township Manager (or other designee), who will then issue the Facility Use Permit.
6. Permit holder must have the Permit on-site during their approved event/activity in the reserved facility, and show the Permit upon request.
7. For any event/activities for which the Township determines that additional police presence or Public Works Department services are necessary, or are requested by the applicant, the costs for such services must be paid by the named Permit holder.

CONDITIONS:

1. **All Park Rules and Regulations must be followed by all participants** of any event/activity for which a Permit has been issued. Permit holder shall be responsible for informing all participants of the event/activity for which the Permit was issued of all the Permit conditions and all Park rules and regulations.
2. Permit holder and all guests and participants must abide by all rules, regulations, policies and procedures as outlined in the East Fallowfield Township Code of Ordinances Chapter 16, No.1 and the Facility Use Permit Application signed by or on behalf of the Permit Holder.
3. A Facility Use Permit is for the convenience of the Permit holder and is solely for the facility or area reserved and shall not be interpreted as a claim to any other Park facilities to the detriment of other Park users.
4. East Fallowfield Township, its Board of Supervisors and its Parks and Recreation Board shall not be held responsible or accountable for any action taken in accordance with a Facility Use Permit, and shall be held harmless and immune from liability and suit by applicant, any user of the Parks and any participant of any event or activity.
5. The Township shall have the authority to revoke a reservation or the right to use any Park facility, or to deny future use, upon finding a violation of any rule or regulation or upon good cause shown. Failure of any individual participant of a permitted event to follow Park rules may result in the individual's and the Permit holder's forfeiture of any paid security deposit and facility use fee, suspension of future facility reservation and use privileges, and possible fines and penalties.
6. The Permit shall authorize the Permit holder the reserved and exclusive use of only the Park facility for which the Permit was issued (i.e., pavilion or play field, etc.). All other Park users shall be free to use all other Park facilities.



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7. The applicant and entity named on the Permit is liable for any loss, damage (to field or pavilion or other Park facilities or features) or injury sustained by any other person resulting from actions of the Permit holder or participants of the event for which the permit was issued, whether or not taken pursuant to the Park rules and regulations.
8. All Park rules and regulations and conditions of the Facility Use Permit must be followed by all participants of any event/activity for which a Permit has been issued. Permit holder shall be responsible for informing all participants of the event/activity for which the Permit was issued of all Permit conditions and all Park rules and regulations and conditions of the Facility Use Permit.
9. The named Permit holder is responsible for leaving the area, field or facility in the condition in which it was upon their arrival, including returning picnic tables or other amenities to their original location, cleaning up the facility and surrounding area after the event/activity and for the removing all waste, trash, refuse, debris, and/or personal items from the Park.
10. The facility will be inspected by the Township within 72-hours after the conclusion of the event/activity for which the Permit was issued and if found in acceptable condition, the security deposit will be returned by regular mail. Forfeiture of the security deposit will result if the inspection results in costs to be incurred by the Township for, including but not limited to, trash removal and/or repairs, and the Permit holder will be responsible to reimburse the Township for all costs incurred by the Township in excess of the amount of the security deposit.
- 11. All parking for all guests and participants of the reserved use shall be at the lower (gravel) parking lot, except for handicapped persons, who may use the paved parking lot.**
12. Allowing a group to meet at a Township park does not, in any way, constitute the Township's endorsement of the group's policies or beliefs.
13. The Township, at its sole discretion, may impose terms and conditions in addition to those listed and the Park rules and regulations for an approved event.
14. The Township does not warrant the suitability of the Park facility for the intended use by Permit holder, including the conduct of other Park users during the event.

Park Rules and Regulations (per East Fallowfield Code of Ordinances – Chapter 16, No 1):

1. Use of tickets, pavilions, or other Park facilities, is on a first-come, first-served basis, unless reserved by obtaining a Facility Use Permit through the Township office. Facility Use Permits will be issued on a first-come – first –served basis.
2. Open fires are prohibited. (Fires are permitted in Township-supplied grills only and shall be always closely monitored, clean, and completely extinguished before the site is vacated.
3. Parks are open from dawn to dusk, and no person shall enter or remain in Township Parks before or after those times, unless permission is obtained by the Township.
4. Pet owners are required to clean up after their pets, and remove pet waste from the Park or dispose of the waste using pet waste bags in a trash receptacle. Pet waste bags are provided in the Park. Pets must always be kept on a leash and under control of a responsible person.
5. Bicycles, roller skates and in-line skates may only be operated on paved trails or in other areas, if any, specifically designated for their use.
6. Fishing is permitted. PA Fish and Boat Commission laws and regulations apply.



7. Motorized vehicles must be licensed and are restricted to the vehicular driveways and designated parking areas. Maximum speed in the Park is 15 mph. All vehicles are prohibited from all paved trails and other areas. No person shall park outside of designated areas or park in such a way as to block any fire lane, maintenance road or trail.
8. The following are prohibited in the Park:
 - a. Overnight parking.
 - b. Possession of, use of, or being under the influence of any illegal drug, alcoholic beverage or controlled substance.
 - c. Disorderly conduct, including the use of indecent language or excessive noise. Any noise shall be deemed excessive and in violation of this regulation if it disturbs the peace of any individual or impedes the peaceable use of the Park or any adjacent residence or business.
 - d. Slingshots, pellet guns, air rifles, and archery equipment.
 - e. Fireworks, explosives or other dangerous materials.
 - f. Discharge of firearms or other weapons.
 - g. Vandalism to Park property and facilities, including defacing or damaging Park property, disturbing wildlife, and destroying/removing vegetation.
 - h. Littering. All refuse shall be placed in trash receptacles or removed by the person (s) generating the refuse.
 - i. Hunting and trapping.
 - j. Camping.
 - k. Swimming, ice-skating, and ice fishing.
 - l. Feeding or harming of any water life and waterfowl.
 - m. Soliciting or peddling, except under special conditions established by the Township
 - n. Smoking in all areas and facilities of the Park; there is no smoking on East Fallowfield Township properties.
 - o. All-terrain vehicles (ATVs), snow mobiles, motorized dirt bikes and other off-road vehicles.
 - p. Use of confetti or confetti like materials anywhere in the Park.
 - q. Disposal, discharge, dumping or otherwise placing any refuse, trash, or other waste, materials, liquids, substances, debris, grass clippings, brush cuttings, yard waste or other waste materials within the Park boundaries.
 - r. Use of nails, staples or other fastening devices which may cause damage to pavilion, trees or other structures.
9. Use of fields, pavilions, or (at the discretion of the Township) other designated areas or Park facilities by organized groups of 15 or more persons is prohibited without a Facility Use Permit obtained from the Township. Any activity/event with 75 or more attendees and any event to which the general public is invited must have prior review by the Parks and Recreation Board and prior approval of the East Fallowfield Board of Supervisors, and all logistical plans must be coordinated with Township staff.



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Park Use Fees:

Security Deposit: A separate security deposit of \$100.00 is required for each reservation of the pavilion, informal field or other area of the Park and must accompany the application for permit.

Pavilion Use Fees:

A. Township residents and Township Non-profit organizations:

1. \$50.00 – Monday through Thursday 8:00AM to 5:00PM
\$50.00 – Friday through Sunday 8:00AM to dusk (including Federal holidays; excluding days when Township sponsored events are scheduled).
2. No charge – Mondays through Thursdays from 5:00PM to dusk (including Federal holidays; excluding days when Township sponsored events are scheduled).
3. No charge - Non-Profit Organizations: limited to two reservations per month.

B. Non-Township residents, Non-Township Non-Profit organizations and ALL businesses:

1. \$100.00 – Mondays through Sundays 8:00 AM to dusk (including Federal holidays; excluding days when Township sponsored events are scheduled)

Informal Field Use Fees:

No use fee charged for informal play or for other areas of the Park.

Payment:

Must accompany application. Make check payable to “East Fallowfield Township”.

Applicant’s Signature:

I have read and agree to adhere to all Facility Use Permit Conditions (above) and Park rules and Regulations.

Name (please print): _____

Signature: _____

FOR TOWNSHIP USE ONLY:

Fee: \$ _____ Check #: _____ Date: _____

Security Deposit: \$ _____ Check #: _____ Date: _____

Office Representative: Approved _____ Denied: _____

Date: _____ Signature: _____